



Request for Additional Access Cards

The Pondside Homeowners Association, Inc. offers additional access cards as a convenience to residents, but reserves the right to limit distribution or restrict access to certain facilities. Fees for additional access cards are non-refundable.

Access cards allow entry to the Pondside visitor vehicle-gate, pedestrian gate and recreational facilities, including the Clubhouse, Tennis Courts and Pool.

Each access card is assigned an access level. **Level 1** provides access to vehicle and pedestrian entrance gates as well as all recreational facilities. **Level 2** provides access only to entrance gates. Unit Owners cannot transfer previously assigned cards, but the HOA can reassign cards at no charge once a Unit Owner submits a new form requesting reassignment. Lost or stolen cards must be reported to the managing agent. **If this request is for a replacement of a lost card, please include the number on the back of any remaining card still in your possession.** This form must be signed by a Unit Owner. Renters must secure their Unit Owner's signature.

The fee for each card is \$20.00. A similar fee will be charged to replace any lost or stolen card.

Unit Owners may use this form to request up to 2 cards. Contact Eli at 946-1007 and leave your name and unit number for additional forms. **Mail completed forms WITH your check—made payable to the Pondside HOA— to Westchester Property Management, 280 N. Central Ave, Suite 480, Hartsdale, NY 10530.**

Vehicle registration form must be submitted with this request.

A	B
<p>New Request <input type="checkbox"/></p> <p>Reassignment Request: <input type="checkbox"/> _____ (Previous holder's name)</p> <p>Replacement Request: <input type="checkbox"/> _____ (Holder's name)</p>	<p>New Request <input type="checkbox"/></p> <p>Reassignment Request: <input type="checkbox"/> _____ (Previous holder's name)</p> <p>Replacement Request: <input type="checkbox"/> _____ (Holder's name)</p>
<p>Requested for (Name): _____</p> <p>Relationship to Owner/Resident: _____</p> <p>Is this person a full time resident of Pondside? Y <input type="checkbox"/> N <input type="checkbox"/></p> <p>Is this person a contractor or service provider? Y <input type="checkbox"/> N <input type="checkbox"/></p> <p>Requested access level (see above): Level 1 <input type="checkbox"/> Level 2 <input type="checkbox"/></p> <p>If not a permanent resident, or if a contractor or service provider, give address, phone number and contractor/service provider company name: _____</p>	<p>Requested for (Name): _____</p> <p>Relationship to Owner/Resident: _____</p> <p>Is this person a full time resident of Pondside? Y <input type="checkbox"/> N <input type="checkbox"/></p> <p>Is this person a contractor or service provider? Y <input type="checkbox"/> N <input type="checkbox"/></p> <p>Requested access level (see above): Level 1 <input type="checkbox"/> Level 2 <input type="checkbox"/></p> <p>If not a permanent resident, or if a contractor or service provider, give address, phone number and contractor/service provider company name: _____</p>

The Homeowners Association may grant an access level other than the one requested. Card access Level 1 is restricted to full time residents of Pondside.

Unit Owner (print): _____ Telephone: _____ Unit No.: _____

Unit Owner Signature: _____ Date: ____/____/____

A. Approved: **Access Level Granted:** Level 1 Level 2 **Card No. Assigned:** _____
Denied: **Reason for Denial:** _____

B. Approved: **Access Level Granted:** Level 1 Level 2 **Card No. Assigned:** _____
Denied: **Reason for Denial:** _____

Processed by: _____

Date: ____/____/____